



Forward Plan May 2024 - April 2025

This Forward Plan contains details of all the key decisions that are planned to be taken by Cabinet and individual Cabinet members over the next four months together with key decisions by officers. It will be updated and published on the Council website www.cheltenham.gov.uk on a monthly basis.

Key Decision

A Key Decision means any decision in exercise of an Executive Function which:

- requires a budget expenditure or saving of £100,000 or more;
- relates to the acquisition or disposal of land or an interest in land with a value in excess of £500,000;
- is likely to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough.

Significant Decision

A Significant Decision means any decision in exercise of a non-Executive Function which:

- requires a budget expenditure or budget saving of £100,000 or more;
- is likely to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough.

Non-key decision

For additional information and completeness the Forward Plan also contains those items to be considered by Cabinet which are outside the definition of a key decision.

Cabinet Meetings

The Cabinet will normally meet every four weeks. Meetings start at 6pm and are open to the public (with the exception of discussion regarding reports which contain exempt/confidential, commercially sensitive or personal information). This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of the Cabinet meetings listed in this Forward Plan may be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

Documents submitted to the Cabinet or Cabinet Member(s) for decision will be a formal report, which if public and non-urgent, will be available on www.cheltenham.gov.uk at least 5 clear working days before the date the decision can be made. If you would like a copy by email please contact democratic.services@cheltenham.gov.uk. Background papers are listed where known in advance.

Documents shown are listed at Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham, GL50 9SA.

The members of the Cabinet are:

Leader of the Council

Portfolio Holders

Climate Emergency
 Economic Development, Wellbeing and Culture
 Finance and Assets
 Housing and Customer Services
 Major Developments and Housing Delivery
 Planning and Building Control
 Safety and Communities
 Waste, Recycling and Public Realm

Councillor Iain Dobie
 Councillor Martin Horwood
 Councillor Alisha Lewis
 Councillor Flo Clucas
 Councillor Peter Jeffries
 Councillor Mike Collins
 Councillor Victoria Atherstone
 Councillor Izaak Tailford

Overview and Scrutiny Committee

The Overview and Scrutiny Committee aims to promote open and transparent decision-making, support democratic accountability and hold the Cabinet to account for its actions.

Contacting us.

For further detailed information or to give your views regarding specific issues to be considered by the Cabinet/Individual Cabinet Member please contact the named contact officer.

For more information on attending meetings or asking public questions please contact Democratic Services on 01242 264246 or email democratic.services@cheltenham.gov.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Appointment of the Leader of the Council	Non Key Decision	Council 20/05/24		Chief Executive
Appointment of Honorary Aldermen To approve the appointment of Honorary Aldermen	Non Key Decision	Council 20/05/24		Director of Governance and Customer Services and Monitoring Officer

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Election of Deputy Mayor 2024-25 (Vice-Chair of Council) To elect the Deputy Mayor (and Vice-Chair of Council) 2024-25	Non Key Decision	Council 20/05/24	Leader	Chief Executive
Appointment of Honorary Freeman of the Borough	Non Key Decision	Council 20/05/24		Director of Governance and Customer Services and Monitoring Officer
Election of Mayor 2024-25 (Chair of Council) To elect the Mayor (and Chair of Council) for 2024-25	Non Key Decision	Council 20/05/24	Leader	Chief Executive
Rent Support Grants to Voluntary Sector To consider the recommendations.	Non Key Decision	Cabinet 28/05/24	Cabinet Member for Finance and Assets (Deputy Leader)	Team Leader - Participation and Engagement
Updated Climate Action Plan To consider an update against the current climate action plan and revised targets looking forward.	Non Key Decision	Cabinet 28/05/24	Cabinet Member for Climate Emergency	Climate Emergency Support Officer
To accept £306,065 capital grant funding from the English Sports Council To accept £306,065 capital grant funding from the English Sports Council, and to pass the whole capital grant to Sandford Lido Limited to enable them to install Photo Voltaic panels and Pool Covers and to sign the grant adherence agreement between the English Sports Council, Sandford Lido Limited (as the facility owner) and Cheltenham Borough Council (as applicant).	Non Key Decision	Cabinet 11/06/24	Cabinet Member for Finance and Assets (Deputy Leader)	Director of Finance and Assets and Deputy S151 Officer
Food Safety Service Plan - update To consider the report.	Non Key Decision	Cabinet 11/06/24	Cabinet Member for Customer and Regulatory Services	Public and Environmental Health Team Leader

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Housing and Tenancy Fraud Policy	Non Key Decision	Cabinet 11/06/24	Cabinet Member for Housing	
Property Compliance Policies To seek approval of the following policies: <ul style="list-style-type: none">• Water Safety Policy• Asbestos Policy• Fire Policy• Gas Safety Policy• Electrical Policy• Lift Safety Policy	Non Key Decision	Cabinet 11/06/24		Director of Governance and Customer Services and Monitoring Officer
Cheltenham Borough Council Productivity Plans To consider the recommendations.	Non Key Decision	Cabinet 11/06/24 Council 17/06/24	Leader	Director of Finance and Assets and Deputy S151 Officer
Energy efficiency proposals for Leisure@Cheltenham To consider the recommendations	Key Decision	Cabinet 11/06/24 Council 17/06/24	Cabinet Member for Climate Emergency	Director of Finance and Assets and Deputy S151 Officer
Housing Transition Governance Arrangements To update the Council's governance arrangements to reflect the forthcoming transition of Housing Services	Non Key Decision	Cabinet 11/06/24 Council 17/06/24	Cabinet Member for Housing	Director of Governance and Customer Services and Monitoring Officer
Revisions to the Constitution To consider the recommendations.	Non Key Decision	Council 17/06/24	Leader	Director of Governance and Customer Services and Monitoring Officer
Revised Taxi Licensing Policy To approve consultation on draft policy.	Non Key Decision	Cabinet Member for Customer and Regulatory Services Not before 30/06/24	Cabinet Member for Customer and Regulatory Services	Head of Public Protection and DEPLO

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Allocation of Community Pride Fund grants To award grants under the Community Pride Fund.	Non Key Decision	Cabinet Member for Safety and Communities Not before 01/07/24	Cabinet Member for Safety and Communities	Team Leader - Participation and Engagement
Financial Outturn Report To consider the report.	Key Decision	Council 22/07/24 Cabinet 23/07/24	Cabinet Member for Finance and Assets (Deputy Leader)	Director of Finance and Assets and Deputy S151 Officer
Installation of electricity supply in Imperial and Montpellier Gardens To consider the recommendations.	Key Decision	Council 22/07/24	Cabinet Member for Finance and Assets (Deputy Leader)	Principal Estates Surveyor
A Legal Matter To provide an update on the litigation and seek authority for further expenditure.	Key Decision	Cabinet 23/07/24	Cabinet Member Major Developments and Housing Delivery	Director of Governance and Customer Services and Monitoring Officer
Levelling Up Fund Award To confirm acceptance of the funding.	Non Key Decision	Cabinet 23/07/24	Cabinet Member Major Developments and Housing Delivery	Senior Development Manager, Place & Economic Development
Cabinet appointments to outside bodies To consider the recommendations.	Non Key Decision	Cabinet 23/07/24	Leader	Democratic Services Team Leader
Review of waste and recycling receptacles To consider the report	Non Key Decision	Cabinet 23/07/24	Cabinet Member Waste, Recycling and Public Realm	Environmental Partnerships Manager
Corporate Strategy - update To consider the report	Non Key Decision	Cabinet 23/07/24	Leader	Head of Performance, Projects & Risk

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Publica Review To consider the report.	Non Key Decision	Cabinet 23/07/24	Leader	Chief Executive
Detached Youth Work Grant To consider the report and recommendations.	Key Decision	Cabinet 23/07/24	Cabinet Member for Safety and Communities	Partnerships Team Leader
Local Planning Enforcement Plan To consider the recommendations.	Non Key Decision	Cabinet 23/07/24	Cabinet Member for Customer and Regulatory Services	Head of Development Management, Enforcement and Compliance
To note the findings and recommendations from the Playing Pitch Strategy	Non Key Decision	Cabinet 23/07/24	Cabinet Member for Economic Development, Culture, Tourism & Wellbeing	Head of Communities, Wellbeing and Partnerships
Housing Strategy Action Plan Update To consider the report and recommendations.	Non Key Decision	Cabinet 23/07/24	Cabinet Member Housing and Customer Services	Housing Strategy and Partnerships Manager
Housing Assistance Policy To approve and consolidate grant policy associated with housing assistance and adaptations to properties occupied by eligible disabled occupants.	Key Decision	Cabinet 24/09/24	Cabinet Member for Housing	Private Sector Housing Team Leader
Lease and grant arrangements for Petersfield Community and Sports Hub To consider the recommendation.	Non Key Decision	Cabinet 24/09/24	Cabinet Member for Finance and Assets (Deputy Leader)	Head of Communities, Wellbeing and Partnerships
Quarterly Budget Monitoring report, April - June To consider the report.	Non Key Decision	Cabinet 24/09/24	Cabinet Member for Finance and Assets (Deputy Leader)	
5-year review of the Collection	Key Decision	Cabinet 24/09/24	Cabinet Member for Economic	Head of Communities, Wellbeing and

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Development Policy To consider the report			Development, Culture, Tourism & Wellbeing	Partnerships
Variation to Cheltenham Smoke Control Order To seek approval from Cabinet to vary the Cheltenham Smoke Control Order in accordance with the statutory requirements.	Key Decision	Cabinet 24/09/24	Cabinet Member for Customer and Regulatory Services	Head of Public Protection and DEPLO
Community Grant Policy To consider the recommendations.	Non Key Decision	Cabinet 08/10/24	Cabinet Member Safety and Communities	Head of Communities, Wellbeing and Partnerships
Approval of Budget Strategy, Process and Timetable To consider the recommendations	Non Key Decision	Cabinet 08/10/24	Cabinet Member for Finance and Assets (Deputy Leader)	Director of Finance and Assets and Deputy S151 Officer
Response to the motion and amendment referred by Council (20 March 2023) to Cabinet - To establish a Cheltenham Youth Council	Non Key Decision	Cabinet 08/10/24 Council 14/10/24	Cabinet Member for Safety and Communities	Head of Communities, Wellbeing and Partnerships
To dispose of the Municipal Offices To dispose of the Municipal Offices, following Cabinet and Council recommendations, July 2023.	Key Decision	Council 14/10/24 Cabinet Member for Finance and Assets (Deputy Leader) Before 30/11/24	Cabinet Member for Finance and Assets (Deputy Leader)	
Cotswolds Beechwoods - Cheltenham Action Plan To consider the recommendations.	Non Key Decision	Cabinet 05/11/24	Cabinet Member for Customer and Regulatory Services	Interim Planning Policy Team Leader
Quarterly Budget Monitoring Report, July-September 2024 To consider the report	Non Key Decision	Cabinet 03/12/24	Cabinet Member for Finance and Assets (Deputy Leader)	Director of Finance and Assets and Deputy S151 Officer
Exempt item 001- a commercial matter	Key Decision	Cabinet 03/12/24	Cabinet Member for Cyber, Regeneration and Commercial	Senior Development Manager, Place & Economic Development

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To consider the recommendations	Fully exempt 3, 5 Information relating to the financial or business affairs of any particular person (including the authority holding that information) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.	Council 16/12/24	Income	
Half-yearly Treasury Management Report To consider the report	Non Key Decision	Cabinet 03/12/24 Council 16/12/24	Cabinet Member for Finance and Assets (Deputy Leader)	
Annual Local Council Tax Support Scheme To consider the recommendation.	Non Key Decision	Council 16/12/24	Cabinet Member for Finance and Assets (Deputy Leader)	Head of Revenues and Benefits
Infrastructure Funding Statement To consider the report	Key Decision	Council 16/12/24	Cabinet Member for Customer and Regulatory Services	Director of Community & Economic Development
Annual Report of Overview & Scrutiny Committee To consider the report	Non Key Decision	Council 16/12/24		Democratic Services Team Leader
General Fund Revenue & Capital - Interim Budget Proposals 2025-26 for consultation To consider the report	Non Key Decision	Cabinet 17/12/24	Cabinet Member for Finance and Assets (Deputy Leader)	Director of Finance and Assets and Deputy S151 Officer
Housing Revenue Account Revised Forecast 2024-25 and Interim Budget Proposals 2025-26 for consultation To consider the report	Non Key Decision	Cabinet 17/12/24	Cabinet Member for Finance and Assets (Deputy Leader)	Director of Finance and Assets and Deputy S151 Officer
Housing Revenue Account Revised Forecast 2024-25 and Budget 2025-26	Non Key Decision	Cabinet 18/02/25 Council 21/02/25	Cabinet Member for Finance and Assets (Deputy Leader)	Director of Finance and Assets and Deputy S151 Officer

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
To consider the report				
Final General Revenue & Capital Budget Proposals 2025-26 and Quarterly Budget Monitoring Report October-December 2024 To consider the recommendations	Non Key Decision	Cabinet 18/02/25 Council 21/02/25	Cabinet Member for Finance and Assets (Deputy Leader)	Director of Finance and Assets and Deputy S151 Officer
To sell CBC's interest in Gloucestershire Airport Ltd. To sell the council's interest in Gloucestershire Airport Ltd.	Key Decision	Leader Not before 24/03/25	Leader	
Granting the Freedom of the Borough To grant the Freedom of the Borough	Non Key Decision	Council 12/05/25		Chief Executive